

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	10/16/2019 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the budget workshop for the 2020 Budget to order at 5:45 PM.
Present: Commissioners Paul Auger, Jon Cilley, Eric Pyra; Chief Michael Sitar and Administrative Assistant Kathy Tobine

2020 Operating Budget

Commissioner Auger commented he knows they are not going to level fund the budget. His goal is to not exaggerate on a lot of stuff. Anything they add on will reflect on the other end. This is why he feels they should hold off on Salaries & Wages because this will determine what they can give them.

4194 Government Buildings

430 Repairs & Maintenance - \$54,462

Commissioner Auger commented they would handle each line individually.

430.01 Center Street Station

General Repairs & Maintenance - \$5,500

Chief Sitar commented this has been level funded. Discussion ensued about maintenance that has been done this year, still needs to be done and what is being planned for next year. Commissioner Auger made a motion to fund this line at \$5,500. Commissioner Cilley seconded the motion. There being no further discussion, vote was taken. Motion passed.

Lead Prep and Paint Trim - \$7,700

Commissioner Cilley made a motion to fund this line at \$7,700 for discussion. Commissioner Auger seconded the motion. Discussion ensued about the lead paint work. Commissioner Cilley revised his motion to table this pending further information. Commissioner Auger revised his second. There being no discussion, vote was taken. Motion passed.

430.05 Center Street Fire Alarm Monitoring - \$360

Commissioner Cilley made a motion to fund this line at \$360. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430.011 Generator - \$100

Commissioner Cilley made a motion to fund this line at \$100. Commissioner Auger seconded the motion. There was discussion on what maintenance is performed. There being no further discussion, vote was taken. Motion passed.

430.02 Park Street Station - \$15,860

Commissioner Cilley made a motion to fund this line at \$15,860. Commissioner Pyra seconded the motion. Discussion ensued about the repairs and the effect a new fire station could have on it. The Board unanimously decided they would handle each line individually.

430.01 Shower Stall in Bathroom - \$4,700

Commissioner Auger asked for more information on the shower. Chief Sitar explained the shower will be for decontamination of firefighters. There is only one shower in the fire department now. There is no shower at Park Street. Discussion ensued.

Commissioner Cilley made a motion to fund the shower install up to \$4,700. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430.01 New Roof and Paint Shed - \$2,500

Commissioner Cilley made a motion to fund general repairs and maintenance at \$2,500 for discussion. Commissioner Pyra seconded the motion. There was discussion about what is stored in the shed. Commissioner Pyra asked if the shed was leaking. Chief Sitar replied it wasn't.

Commissioner Pyra made a motion to not approve the repairs to the shed. Commissioner Cilley seconded the motion. There being no further discussion, vote was taken. Motion passed to not fund the shed repairs.

430.01 Stainless Steel Sink in Decontamination Room - \$1,255

Commissioner Cilley made a motion to bring the Stainless-Steel Sink in the Decon Room \$1,255 to the floor for discussion. Commissioner Pyra seconded the motion. Chief Sitar explained there is currently a fiberglass sink there now. They are not able to get all of the materials out of the sink when cleaning it after they clean something. Discussion ensued about the decon room and decontamination.

Commissioner Pyra made a motion to approve \$1,255 for the stainless-steel sink. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

430.01 Replace TNFD Sign on Station - \$1,500

Commissioner Cilley feels replacing the sign on the station is premature. He made a motion to table replacing the sign. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430.06 Park Street Station Fire Alarm Monitoring - \$405

Commissioner Cilley made a motion to fund this line at \$405. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430.01 General Repairs & Maintenance - \$5,500

Chief Sitar explained that this is for the everyday repairs that are needed to be done. Commissioner Cilley made a motion to fund general repairs and maintenance at \$5,500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430.03 Custodial Supplies - \$3,000

Commissioner Pyra made a motion to fund this line at \$3,000. Commissioner Cilley seconded the motion. Commissioner Auger asked what supplies this covered. Chief Sitar explained this is toilet paper, paper towels, cleaning fluids. Commissioner Cilley wanted to know if this included the decon supplies. Chief Sitar replied it does. There being no further discussion, vote was taken. Motion passed.

430.07 Dumpster - \$1,092

Chief Sitar explained this is a contracted price. Commissioner Auger made a motion to fund this line at \$1,092. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

430.04 Grounds Keeping - \$800

Commissioner Pyra asked what the push mower is used for. Chief Sitar explained. Commissioner Cilley wanted to know if we contracted with someone to do our grounds keeping. Chief Sitar explained that this is for mower blades, trimming string, etc.

Commissioner Pyra made a motion to fund this line at \$800. Commissioner Cilley seconded the motion. There being no discussion, vote was taking. Motion passed.

4196 Insurance - \$65,882

Kathy explained these are the actual not to exceed numbers received from Primex. Commissioner Auger made a motion to fund Insurance at \$65,882. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

4220 Fire

335 School/Training Fees - \$15,000

Commissioner Auger made a motion to fund this line at \$15,000. Commissioner Cilley seconded the motion. Commissioner Pyra asked if this included the four new people in the training. Chief Sitar explained this is for current personnel. Discussion ensued about the training required.

341 Telephone - \$7,160

Chief Sitar explained these went out to bid and are all contracted amounts. Commissioner Cilley made a motion to fund this line at \$7,160. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

342 Information Technology - \$32,683

Commissioner Cilley made a motion to accept \$32,683 for discussion purposes. Commissioner Pyra seconded the motion. Chief Sitar reviewed each line item explaining its purpose and the annual cost. Discussion ensued about the server. There being no further discussion, vote was taken. Motion passed.

350 Medical Services -\$12,100

Chief Sitar explained this line has been level funded. Discussion ensued about the physicals. Commissioner Cilley made a motion to fund this line at \$12,100. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

630 Equipment Maintenance & Repairs - \$7,850

The Gas Meters, Tool, SCBAs and EMS Equipment were discussed. Commissioner Cilley made a motion to fund this line at \$7,850. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

631 Service Testing - \$15,684

Commissioner Cilley made a motion to fund this line at \$15,684 for discussion. Commissioner Pyra seconded the motion. Chief Sitar explained that most of the service testing is done in December. Discussion ensued about service testing on the ladder and SCBA. There being no further discussion, vote was taken. Motion passed.

660 Vehicle Repairs - \$59,468

Commissioner Cilley made a motion to fund this line at \$59,468 for discussion purposes. Commissioner Pyra seconded the motion. Chief Sitar reviewed each line item with the Board. There being no further discussion, vote was taken. Motion passed.

680 Departmental Awards - \$1,000

Chief Sitar explained that a large portion of this is for the annual awards dinner. The guys would like to change the venue to either Highland Bike Park or Lochmere Country Club and have a little bit more of a formal setting. Commissioner Pyra made a motion to fund this line at \$1,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

685 Uniforms - \$17,230

685.01 Careel Uniforms: \$9,500

Commissioner Auger made a motion to fund Career Uniforms at \$9,500. Commissioner Pyra seconded the motion. Chief Sitar explained this is the standard clothing allowance. There being no discussion, vote was taken. Motion passed.

685.01 New Employees: \$4,880

Commissioner Auger commented they are tabling this until they are working on Wages and Benefits.

685.02 Call Company Uniforms: \$ 2,400

Commissioner Auger made a motion to fund Call Company Uniforms at \$2,400. Commissioner Pyra seconded the motion. Discussion ensued about the per person allowance. There being no further discussion, vote was taken. Motion passed.

685.03 Support Company Uniforms: \$450

Chief Sitar commented this is the Red Company. These people volunteer. Kathy explained it is the Auxiliary. Commissioner Auger made a motion to fund Support Company Uniforms at \$450. Commissioner Pyra seconded the motion. Commissioner Cilley wanted to know how many people this covers. Kathy explained there are five (5) members. This covers their polo shirts, job shirts and t-shirts. There being no further discussion, vote was taken. Motion passed.

775 Dry Hydrants & Cisterns - \$4,000

Commissioner Pyra made a motion to move Line 775 to the floor for discussion. Commissioner Cilley seconded the motion. Chief Sitar commented that this needed for repairs and maintenance as well as the diver. Discussion ensued about the dry hydrant installation by the Winnisquam Inn. There being no further discussion, vote was taken. Motion passed.

4900 Capital Outlay

4901 Land – \$500,000

Chief Sitar commented the reason he put this in the budget, is knowing that a single station is the solution most people are looking at and will approve. Although you could have a larger station that what is at Park Street now, it will not support everything at that location. It is not an ideal location to be used as a single station as it increases response times to two-thirds of our runs longer than what they are now. The Maher welding property is available. He feels the Board should explore this as an option for the single station. Commissioner Cilley made a motion to bring Line 4901 Land to the floor for discussion. Commissioner Pyra seconded the motion. Commissioner Cilley commented that if they can get away with one station for now, Park Street, eventually there might be an expansion for a substation in Tilton. He wanted to know if they accepted this if they could use it for a purchase or could they roll it to build on Park Street. The Land & Building Fund was discussed. The Board discussed involving the 2019 Fire Station Committee in this decision. Discussion ensued about the activity on Route 140. Commissioner Cilley made a motion to table this line until a later date. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Warrant Articles

683 Fire Prevention - \$7,520

Chief Sitar explained that this is Deputy Joubert's Fire Prevention budget request. These funds come from the Fire Prevention Expendable Trust Fund. Discussion ensued about the request and the funds in the Trust Fund. Commissioner Auger made a motion to fund Line

683 Fire Prevention at \$7,520. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

1005 Land & Building Fund - \$100,000

Commissioner Cilley made a motion to move Line 1005 Land & Building Fund to the floor for discussion. Commissioner Auger seconded the motion. Chief Sitar this is to add \$100,00 to the Land & Building Fund. They started this last year and should continue.

Commissioner Auger made a motion to fund Line 1005 Land & Building Fund at \$100,000. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Auger made a motion to adjourn. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Meeting adjourned at 7:26 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine,
Administrative Assistant

Next Meeting Date, Time, Place: 10/01/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.